



REQUEST FOR COURT RECORDS

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE - CIVIL TRAFFIC RECORDS MORE THAN ONE (1) YEAR AFTER SATISFACTION OF SANCTIONS ARE NOT AVAILABLE - CRIMINAL CASE RECORDS MORE THAN FIVE (5) YEARS AFTER FINAL ADJUDICATION AND/OR COMPLETION OF SENTENCING REQUIREMENTS ARE NOT AVAILABLE - DUI AND DOMESTIC VIOLENCE CASE RECORDS MORE THAN SEVEN (7) YEARS AFTER FINAL ADJUDICATION AND/OR COMPLETION OF SENTENCING REQUIREMENTS ARE NOT AVAILABLE.

I acknowledge and understand that a Clerk/Research Request Fee of Thirty-Four Dollars (\$34.00) will be charged for each name search(same day filing), up to three (3) names or three (3) separate cases (a separate form is required for each name requested) and additional fee(s) will be assessed for copies or certification of case information. Pursuant to Supreme Court Rule 123, confidential information will be redacted. Payment is due at time of filing request.

I REQUEST:

<input type="checkbox"/> View Only	<input type="checkbox"/> Copies Only	<input type="checkbox"/> Digital Video	<input type="checkbox"/> Certification
No Fee- View at Court	\$34 clerk/research fee	\$17 per DVD	\$17 per certification in
from 7AM-6 PM Mon-Thu	plus \$.50 per page		addition to all other fees

OF THE FOLLOWING DOCUMENT(S):

<input type="checkbox"/> Complaint	<input type="checkbox"/> Notice of Appearance	<input type="checkbox"/> Waiver of Counsel	<input type="checkbox"/> Plea Proceedings
<input type="checkbox"/> Judgment of Guilt	<input type="checkbox"/> Sentence Information	<input type="checkbox"/> MVD Abstract	<input type="checkbox"/> Fingerprint
<input type="checkbox"/> Other (specify) _____			

FOR THE FOLLOWING INDIVIDUAL:

First Name	Middle Name	Last Name	Date of Birth
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FOR THE FOLLOWING CASE:

Case #	Complaint #	Date of Violation	Type of Charge
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These documents are for:

☐ Personal, non-commercial use. I am aware of the penalties for conversion to commercial use.
☐ Commercial use. I certify that the specific use to which these documents will be put is:

Printed Name and Signature of Requestor	Address	City	State	Zip Code
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Documents will be held for thirty (30) days from date of completion

☐ Please call me at _____ between 8:00 am and 5:00 pm, weekdays for pickup.

☐ Please mail to me at _____

The Court Fee(s):

Clerk Fee @ \$17 per request	\$	17.00
Research document fee @ \$17	\$	17.00
Copy/Copies @ \$.50 per page	\$	
Certification @ \$17 per case	\$	
Digital Video Disk @ \$17 per DVD	\$	
TOTAL AMOUNT DUE	\$	

Clerk Receiving request	Date
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Clerk Completing request	Date
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Clerk Releasing request	Date
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Signature of Requestor	Date
(to be signed at time of release)	